

## Information Technology Management Council (ITMC) Meeting April 20, 2000

### Attendees:

Bob Pearson	TD
Hugh Richardson	TD
Laura Merchant	IA
Pat Pope	IA
Tyler Shields	MAC
Al Betts	US&FCS
Alfredo Hurtado	OFM
Ed Meyer	OOMS
Bernie McMahon	OIRM
Rod Smart	OIRM
Janet Clark	OIRM
Alan VanderMallie	OIRM
JoAnn Hogenson	OIRM
Frank Jaffe	OIRM

### Discussion Topics

- ! **ITA Groupware Platforms/Office Suite** - The major agenda item for this month's meeting was the continued consideration of **single vs. multiple Groupware Platforms** (e.g., Lotus Notes, GroupWise) and Office Suite Products (e.g., Word, WordPerfect) for all of ITA's networks.

Background - Members, at last month's ITMC meeting, noted some problems with email, such as maintaining up-to-date addresses in both ITA LAN and US&FCS LAN, as well as occasional difficulties with attachments. The question was raised whether it would be beneficial for ITA to readdress the idea of standardizing email and office suite software. OIRM agreed to develop a plan for confronting this issue. That plan, "Proposal for ITA E-Mail/Office Suite Standardization Analysis" (Proposal), was drafted, circulated, and formed the basis for deliberation at this month's meeting.

Outcome - After Bernie recapitulated the Proposal, the Council engaged in an extended and lively discussion of its contents. Particular emphasis was placed on the structure of the questions to be used for the focus group activity and the proposed composition of the focus groups. The members' various suggestions/concerns were duly noted, and will be incorporated in a recast of the proposal. As soon as it is finished, the revised proposal will be sent to the ITMC for comment.

## **! FY 2002 IT-Related Budget Proposals**

Process and schedule - Bernie reported the status of this annual exercise. While guidance from the DOC/CIO has not been received, ITA's "call memo" from Deputy Under Secretary Hauser is expected shortly. Bernie previewed those portions of the call memo dealing with IT initiatives. Additionally, Rod noted the ramifications of the Department's recent changes to the deadlines and scope of the Operational and Strategic IT Plans.

ITMC role - Similar to last year's activity, members will again prioritize ITA's IT initiatives. To facilitate the process, OIRM will, first, examine all of the FY 2002 Budget Proposals for their IT implications, thus bringing to the Council's attention only those proposals with significant IT content.

Potential proposals - Two potential ITA-wide IT initiatives were identified and discussed: **Automating public use forms** and **implementing electronic conferencing**. Members were urged to contact Bernie with their ideas for any other potential ITA-wide IT initiatives, especially those proposals that: 1) are cross-cutting, 2) tied to ITA's business processes, and 3) promote a collaborative process. OIRM will then assemble and publish the list of the nominated initiatives.

## **News from the DOC CIO world**

**! Meeting Reports** - Bernie summarized the proceedings of the March 29 CIO "Off-site" and April 14 CIO Council meetings. Featured topics included: the DOC IT *vision*; IT security replacing Y2K as the Department's priority issue; progress of the E-Forms and IT Architecture Affinity Groups; consideration of seat management, web farming, and data center consolidation; and CIO staff reorganization.

**! Policy Announcement** - Copies of the March 31 Federal Register Notice "Electronic and Information Technology Accessibility Standards" were distributed. Members observed how the "Section 508 amendment" could affect system, application, and website development as well as IT equipment acquisition.

## **Other News**

**! ITA Strategic Planning Project** - Bernie delivered a progress report on this collaborative effort with Andersen Consulting, emphasizing last week's ITA senior management meeting that was devoted to this issue.

- ! **Admin Strategic Planning Project** - Andersen Consulting's parallel review of Admin should be complete by May 1. The OIRM portion of the final report is expected to endorse establishing a CIO structure for ITA. Parenthetically, a high-level Admin meeting dealing with the CIO issue is scheduled for next week.
- ! **DOI Property Management System** - Responding to Pat's concerns about operational effectiveness, OIRM will arrange for the ITMC to be briefed on the status of this soon-to-be operational system.

### **UPCOMING EVENTS**

- May 11*      **Information Technology Management Council (ITMC) Meeting** 9:00 a.m., Room 4800.
- May 11*      **Information Technology Forum (ITF) -Video Conferencing**  
12:00 (noon), Ronald Reagan Building, USA Trade Center conference room (next to the Trade Information Center).

Written by Frank Jaffe. Direct questions/comments to Frank at (202) 482-1491.